

Dakota West Resource Conservation and Development Area, Inc.
Summer Intern – SW ND Soil Health Demonstration Project
Position Description

The Summer Intern works under the supervision of the Dakota West President, with day to day activities coordinated through the Dakota West Office Administrator.

To satisfy required qualifications, the summer Intern must:

1. Be an undergraduate student currently enrolled in any Minnesota, North Dakota, Wisconsin college or university, or HECUA consortium member school who is enrolled or intends to enroll in the fall, 2009 semester.
2. Be available to complete 400 hours of employment between approximately June 1, 2009 and August 31, 2009.
3. Be able to attend a pre-internship day-long seminar at Augsburg College in Minneapolis on or about June 5, 2009.
4. Be able to attend a post-internship seminar at a location to be determined on or about August 21, 2009.
5. Demonstrate the proficiency, aptitude and experience necessary to carry out the specific tasks as outlined in the Partners Internship Program Grant Application.
6. Read and comply with requirements outlined in the Dakota West RC&D Employee Handbook.
7. Work with the NRCS RC&D Coordinator and Dakota West RC&D Council in attaining its long-range strategy which fulfills its mission.
8. Demonstrate proficiency in Microsoft Access, Excel, Word and Publisher.
9. Maintain official records and documents, and ensure compliance with federal, state, local and Grantor regulations.
10. Complete work assignments in a timely manner, assuring a quality of work that meets the needs of the organization.
11. Publicize the activities of the organization, its programs and mission.
12. Possess excellent written, oral, listening and communication skills.
13. Regularly attend Council and Committee meetings, providing support and information.
14. Possess a basic understanding of agricultural methodology.
15. Maintain a valid state driver's license. To perform some of the duties of the position, the intern may be required to serve as an incidental motor vehicle operator.
16. Routinely display courteous and tactful behavior towards internal and external customers, supervisors, co-workers and partners.
17. Be able to identify and adapt to the dynamic needs of the Council and project work plan, including a willingness to accept new challenges to meet needs.

To satisfy preferred qualifications, the summer Intern must:

1. Demonstrate experience in public speaking, group facilitation and media outreach.
2. Possess in-depth knowledge of agricultural methodology as it relates to the latest agronomic principles and economics.